

On appeal, the appellant provides a narrative of her duties from 2012 forward, describing tasks and the time frame she worked on each., and argues that her duties have been steadily increasing. In support, the Division of Human Resources (Human Resources), Atlantic County, verifies that the appellant has been performing out-of-title duties consistent with the requirements for the subject title in the Keyboarding Clerk title series since 2012. Human Resources details the various duties the appellant has performed since 2012 and requests that the Civil Service Commission (Commission) accept her out-of-title work and admit her to the subject examination.

CONCLUSION

N.J.A.C. 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional examination announcement by the closing date. *N.J.A.C.* 4A:4-2.6(c) provides in pertinent part that applicants for promotional examinations with open competitive requirements may not use experience gained as a result of out-of-title work to satisfy the requirements for admittance to the examination or for credit in the examination process, unless good cause is shown for an exception.

Initially, Agency Services correctly determined that the appellant was not eligible for the subject examination. As of the announced closing date, the appellant was properly credited with three years of applicable experience based on her provisional service in the title under test. However, Human Resources has verified that the appellant has performed the applicable out-of-title duties since 2012 while serving in the Keyboarding Clerk title series. Additionally, the examination was cancelled due to a lack of applicants and the appellant continues to serve provisionally in the title under test. Although the appellant's out-of-title experience does not precisely mirror the requirements contained in the announcement, the Commission is satisfied that the totality of her varied levels of experience, as verified by Human Resources, as far back as June 2012, as well as her provisional experience after the closing date, warrants her admission to the subject examination

The decision in this matter is limited to the facts of this situation and shall not be used as precedent in any other matter.

ORDER

Therefore, it is ordered that this appeal be granted, the examination cancellation be rescinded, and that the appellant's application be processed for prospective employment opportunities.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE
CIVIL SERVICE COMMISSION ON
THE 21ST DAY OF JULY, 2021

Deirdre' L. Webster Cobb

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